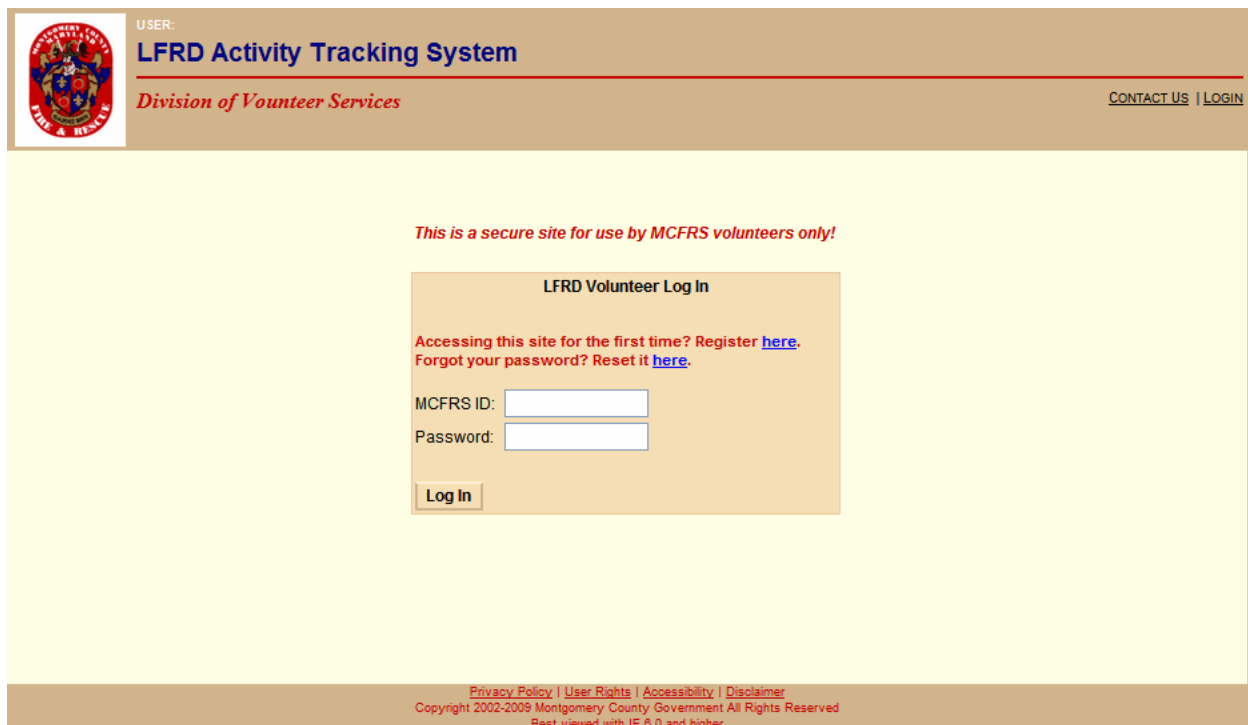


LFRD Station Staffing Tracker

The URL for this program is: <https://www2.montgomerycountymd.gov/PIMSACT>

Register your user information

The first time you access the Activity Tracking System, you will need to register. After you are registered, you may log in using your MCFRS ID (FRSID) and password. Your user name will always be your MCFRS ID (FRSID).



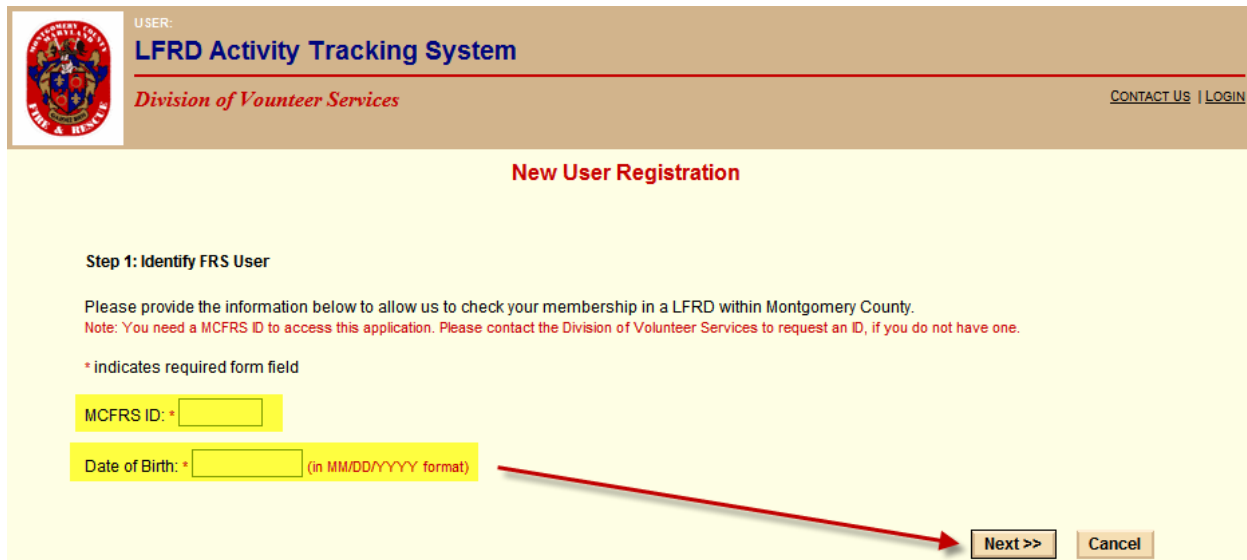
The screenshot shows the LFRD Activity Tracking System login page. At the top left is the Montgomery County seal. To its right, the text reads "USER: LFRD Activity Tracking System" and "Division of Vounteer Services". On the far right, there are links for "CONTACT US" and "LOGIN". Below this header, a red warning message states: "This is a secure site for use by MCFRS volunteers only!". In the center is a "LFRD Volunteer Log In" box. Inside this box, it says: "Accessing this site for the first time? Register [here](#). Forgot your password? Reset it [here](#)." Below this text are two input fields: "MCFRS ID:" and "Password:". At the bottom of the box is a "Log In" button. At the very bottom of the page, there is a footer with links for "Privacy Policy", "User Rights", "Accessibility", and "Disclaimer", followed by copyright information: "Copyright 2002-2009 Montgomery County Government All Rights Reserved" and "Best viewed with IE 8.0 and higher".

Click on Register [here](#).



This is a close-up of the "LFRD Volunteer Log In" box. A red arrow points from the text "Click on Register here." to the "Register [here](#)" link in the text "Accessing this site for the first time? Register [here](#). Forgot your password? Reset it [here](#)." Below the text are the "MCFRS ID:" and "Password:" input fields, and the "Log In" button at the bottom.

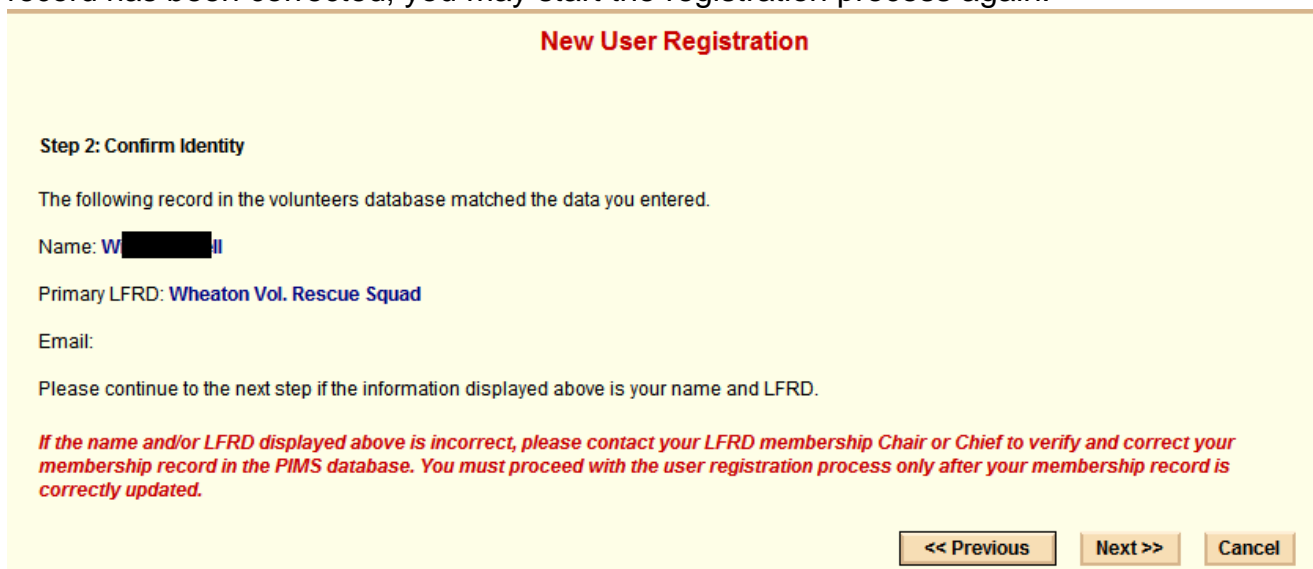
Step 1:
Enter your FRSID and Date of Birth.
Click **Next**.



The screenshot shows the 'New User Registration' page for the 'LFRD Activity Tracking System'. The header includes the Montgomery County logo, the text 'USER: LFRD Activity Tracking System', and 'Division of Volunteer Services'. There are links for 'CONTACT US' and 'LOGIN'. The main heading is 'New User Registration'. Below it, 'Step 1: Identify FRS User' is displayed. Instructions ask the user to provide information to check membership in a LFRD within Montgomery County, with a note that an MCFRS ID is required. A legend indicates that an asterisk (*) denotes a required field. Two input fields are shown: 'MCFRS ID: *' and 'Date of Birth: *' (with a note to use MM/DD/YYYY format). A red arrow points from the 'Date of Birth' field to the 'Next >>' button. The 'Cancel' button is also visible.

Step 2: Confirm Identity - Verify that your information is correct and click **Next**.

If your information is incorrect, click **Cancel**. Then please contact your LFRD membership chair or Chief to correct your membership record in PIMS. After your record has been corrected, you may start the registration process again.



The screenshot shows the 'New User Registration' page for the 'LFRD Activity Tracking System', specifically 'Step 2: Confirm Identity'. The header is identical to the previous page. The main heading is 'New User Registration'. Below it, 'Step 2: Confirm Identity' is displayed. Instructions state that the following record in the volunteers database matched the data entered. The displayed information is: 'Name: W [REDACTED]' and 'Primary LFRD: Wheaton Vol. Rescue Squad'. There is a label for 'Email:' but no value is displayed. Instructions ask the user to continue to the next step if the information is correct. A red note at the bottom states: 'If the name and/or LFRD displayed above is incorrect, please contact your LFRD membership Chair or Chief to verify and correct your membership record in the PIMS database. You must proceed with the user registration process only after your membership record is correctly updated.' At the bottom right, there are three buttons: '<< Previous', 'Next >>', and 'Cancel'.

Enter a password and re-enter to verify.
Select a security question from the drop-down menu.
Enter your Security question answer.
Click **Next**.



New User Registration

Step 3: Create Password

Please enter a password that has 8 - 20 characters and contains at least one digit and one special (non-alpha-numeric) character.

* indicates required form field

Enter a password: *

Reenter your password: *

Please select a security question from the list below and provide an answer that you can easily recall to that question. You will be asked to answer this question if you need to reset your password online.

Security Question: * - Select One -

Security Answer: *

<< Previous Next >> Cancel

Security Question: * - Select One -

Security Answer: * - Select One -

- What is your birth city?
- What is your first pet's name?
- What is your mother's maiden name?
- What model was your first car?

Be sure to save your log-in information in a safe place.
Click **Proceed to Activity Tracking Form**



USER:

LFRD Activity Tracking System

Division of Vounteer Services

[CONTACT](#)

New User Registration

Step 4: Registration Confirmation

Congratulations! You have successfully completed the user registration process. Please use the following user account to log into this application.

MCFRS ID: A-123456

Password: P-123456

Proceed to Activity Tracking Form

Forgot your Password?

Click Reset it **here** to reset your password.

This is a secure site for use by MCFRS volunteers only!



LFRD Volunteer Log In

Accessing this site for the first time? Register [here](#).
Forgot your password? Reset it [here](#).

MCFRS ID:

Password:

Step 1: Enter your MCFRS ID and Date of Birth then click **Next**.



Reset Account Password

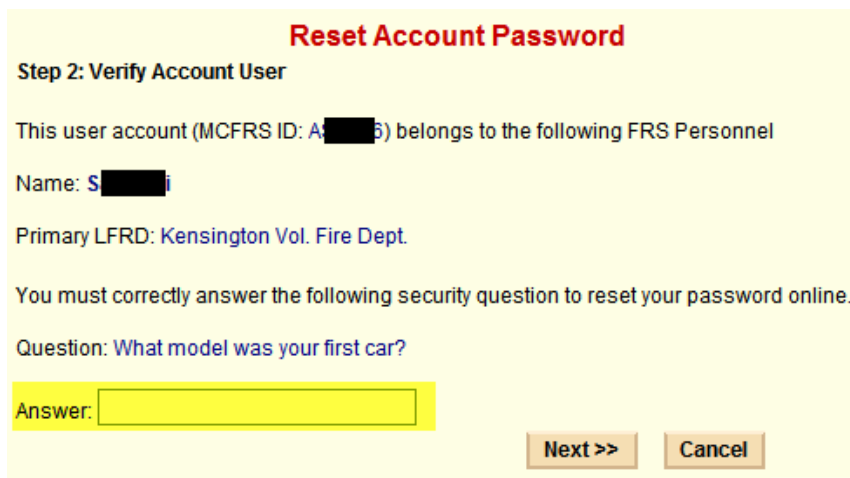
Step 1: Identify FRS User

Please enter your MCFRS ID and date of birth.

MCFRS ID:

Date of Birth: (in MM/DD/YYYY format)

Step 2: Enter the answer to your security question then click **Next**.



Reset Account Password

Step 2: Verify Account User

This user account (MCFRS ID: A[redacted]6) belongs to the following FRS Personnel

Name: S[redacted]i

Primary LFRD: Kensington Vol. Fire Dept.

You must correctly answer the following security question to reset your password online.

Question: What model was your first car?

Answer:

Step 3: Enter a new password, re-enter the new password then click **Next**.

Reset Account Password

Step 3: Reset Password

Please enter a password that has 8 - 20 characters and contains at least one digit and one special (non-alpha-numeric) character.

* indicates required form field

Enter a password: *

Reenter your password: *

Step 4: Click **Proceed to Activity Tracking Entry Form**.

Reset Account Password

Step 4: Password Reset Confirmation

Congratulations! You have successfully reset your account password.

The main screen

This is the main screen you will see when you log in:

USER: [redacted]
LFRD Activity Tracking System
Division of Vounteer Services [CONTACT US](#) | [LOGOUT](#)

Enter Activity Details : A [redacted]d FRSID : A [redacted]6 [Print Activity Details](#)

LFRD Name : Kensington Vol. Fire Dept.
* Position : - Select -
* Start Date/Time : 2/23/2009 12 : 10 : 00
* Indicates Required
Total Hours for Calendar Year : [Insert New Record](#) [Cancel/Refresh](#)

[Personnel Information](#)
* Unit : - Select -
* End Date/Time : 00 : 00 : 00

To view your Personnel Information, click on the hyperlink **Personnel Information**.

USER: [redacted]
LFRD Activity Tracking System
Division of Vounteer Services [CONTACT US](#) | [LOGOUT](#)

Enter Activity Details : A [redacted]d FRSID : A [redacted]6 [Print Activity Details](#)

LFRD Name : Kensington Vol. Fire Dept.
* Position : - Select -
* Start Date/Time : 2/23/2009 12 : 10 : 00
* Indicates Required
Total Hours for Calendar Year : [Insert New Record](#) [Cancel/Refresh](#)

[Personnel Information](#)
* Unit : - Select -
* End Date/Time : 00 : 00 : 00

Click on this hyperlink to see the information we have for you.

PERSONNEL INFORMATION

Address : 1 [redacted] Avenue Address2 :
City, State, Zip : Kensington, MD, 20895- email : r [redacted]@yahoo.com
Home Phone : (301) [redacted] 7 Work Phone : (301) [redacted] 6
Emergency Cont. : Emergency Phone :
Annual Physical Due : Nov 2007 Rank : Fire/Rescue Firefighter II

[Print Personnel Info](#) [Close Window](#)

Please note that you can check to see when your next Annual Physical is due on the Personnel Information screen.

Entering Activity Details

Enter Activity Details : A [redacted] FRSID : A [redacted] [Print Activity Details](#)

LFRD Name : [Personnel Information](#)

* Position :

* Start Date/Time : :

* End Date/Time : :

* Indicates Required **Record Saved Successfully**

Total Hours for Calendar Year : 22 Hours 0 Min

[Insert New Record](#) [Cancel/Refresh](#)

[Show/Hide Activity Details](#) To Edit the record, click on 'Edit' next to your End Time, then click on 'Save/Update' for saving record
To Delete the record, click on 'Delete' next to Edit Record.

Dept	Position	Unit	Start Time	End Time	Edit Record	Delete Record
KN	Engine 3rd	Engine 705	23 Feb 2009 10:00	23 Feb 2009 17:00	Edit	Delete
KN	Engine 4th	Engine 705	04 Feb 2009 10:00	04 Feb 2009 16:00	Edit	Delete
KN	Ambulance Driver	Ambulance 705	01 Feb 2009 02:00	01 Feb 2009 11:00	Edit	Delete

Select the Position, Unit, Start Date/Time and End Date/Time.
Select **Insert New Record**

Note: The "Insert New Record" button will be greyed out until the last record is completed with an End Time.

Enter Activity Details : A [redacted] FRSID : A [redacted] [Print Activity Details](#)

LFRD Name : [Personnel Information](#)

* Position :

* Start Date/Time : : :

* End Date/Time : :

* Indicates Required **Click on 'Edit' next to your End Time, then Enter last Entered Record's End Time**

Total Hours for Calendar Year : 15 Hours 0 Min

[Insert New Record](#) [Cancel/Refresh](#)

'Insert New Record' button will be greyed out until the previous record has been completed

To Edit the record, click on 'Edit' next to your End Time, then click on 'Save/Update' for saving record
To Delete the record, click on 'Delete' next to Edit Record.

Dept	Position	Unit	Start Time	End Time	Edit Record	Delete Record
KN	Engine 3rd	Engine 705	16 Feb 2009 07:00	No End Time	Edit	Delete
KN	Engine 4th	Engine 705	04 Feb 2009 10:00	04 Feb 2009 16:00	Edit	Delete
KN	Ambulance Driver	Ambulance 705	01 Feb 2009 02:00	01 Feb 2009 11:00	Edit	Delete

Note: If you belong to more than 1 LFRD, select the LFRD Name from the drop-down menu.

Click [Show/Hide Activity Details](#) button to show or hide the activity details grid.

Warning Messages

Overlapping Records:

If a record is entered that overlaps with another record, it will not be saved and the user will receive a message on the screen “*Conflicting Hours with Existing Records (Overlapping).*”

LFRD Name : **Personnel Information**

* Position : * Unit :

* Start Date/Time : : * End Date/Time : :

* Indicates Required
Conflicting Hours with Existing Records (Overlapping).

Total Hours for Calendar Year : 5 Hours 0 Min

w/Hide Activity Details

Delete the record, click on 'Delete' next to Edit Record.

pt	Position	Unit	Start Time	End Time	Edit Record	De
H	Rescue Squad Driver	Rescue Squad 742	31 Mar 2009 13:00	31 Mar 2009 18:00	Edit	

Number of personnel per unit:

The following are the number of personnel that can ride per unit:

Engine = 6	Tower = 7	Ambulance = 4	Utility = 6
Truck = 6	Rescue Squad = 6	Medic Unit = 4	

If more than the allowed personnel are entered, the following message will appear:

LFRD Name : **Personnel Information**

* Position : * Unit :

* Start Date/Time : : * End Date/Time : :

* Indicates Required
Cannot ride more than 6 personnel in Rescue unit. Please enter different starttime or endtime. Still want to save the record, Click Insert New Record/Save Button again [Click here to get more info.](#)

Total Hours for Calendar Year :

To see who is assigned to the unit, select **Click here to get more info.**

UNIT RIDE INFORMATION				
First Name	Last Name	Dept Time Entered	Start Time	End Time
[REDACTED]	[REDACTED]	WH	03 Apr 2009 11:00	03 Apr 2009 18:00
Y		WH	03 Apr 2009 11:00	03 Apr 2009 18:00
M	B	WH	03 Apr 2009 11:00	03 Apr 2009 18:00
S		WH	03 Apr 2009 11:00	03 Apr 2009 18:00
K		WH	03 Apr 2009 11:00	03 Apr 2009 18:00
		WH	03 Apr 2009 11:00	03 Apr 2009 18:00

Editing an activity record

Select **Edit** next to the record you want to edit.

Enter Activity Details : A█████d FRSID : A████6 [Print Activity Details](#)

LFRD Name : [Personnel Information](#)

* Position : * Unit :

* Start Date/Time : : * End Date/Time : :

* Indicates Required

Record Saved Successfully

Total Hours for Calendar Year : 31 Hours 0 Min

[Insert New Record](#) [Cancel/Refresh](#)

To Delete the record, click on 'Delete' next to Edit Record.

Dept	Position	Unit	Start Time	End Time	Edit Record	Delete Record
KN	Ambulance Driver	Ambulance 705	24 Mar 2009 03:00	No End Time	Edit	Delete
KN	Engine 3rd	Engine 705	16 Feb 2009 07:00	16 Feb 2009 15:00	Edit	Delete
KN	Engine 3rd	Engine 705	11 Feb 2009 05:00	11 Feb 2009 13:00	Edit	Delete
KN	Engine 4th	Engine 705	04 Feb 2009 10:00	04 Feb 2009 16:00	Edit	Delete
KN	Ambulance Driver	Ambulance 705	01 Feb 2009 02:00	01 Feb 2009 11:00	Edit	Delete

Note: The information for that record is filled in above in the entry fields.

Enter Activity Details : A█████d FRSID : A████6 [Print Activity Details](#)

LFRD Name : [Personnel Information](#)

* Position : * Unit :

* Start Date/Time : : : * End Date/Time : :

* Indicates Required

Record Saved Successfully

Total Hours for Calendar Year : 31 Hours 0 Min

[Save/Update](#) [Cancel/Refresh](#)

To Delete the record, click on 'Delete' next to Edit Record.

Dept	Position	Unit	Start Time	End Time	Edit Record	Delete Record
KN	Ambulance Driver	Ambulance 705	24 Mar 2009 03:00	No End Time	Edit	Delete

Enter the corrected information.

Select **Save/Update**.

Printing Activity Details

Select Print Activity Details

Enter Activity Details : A [redacted]

LFRD Name : Kensington Vol. Fire Dept.

* Position : - Select -

* Start Date/Time : 3/24/2009 13 : 00

* Indicates Required

FRSID : A [redacted]

Personnel Information

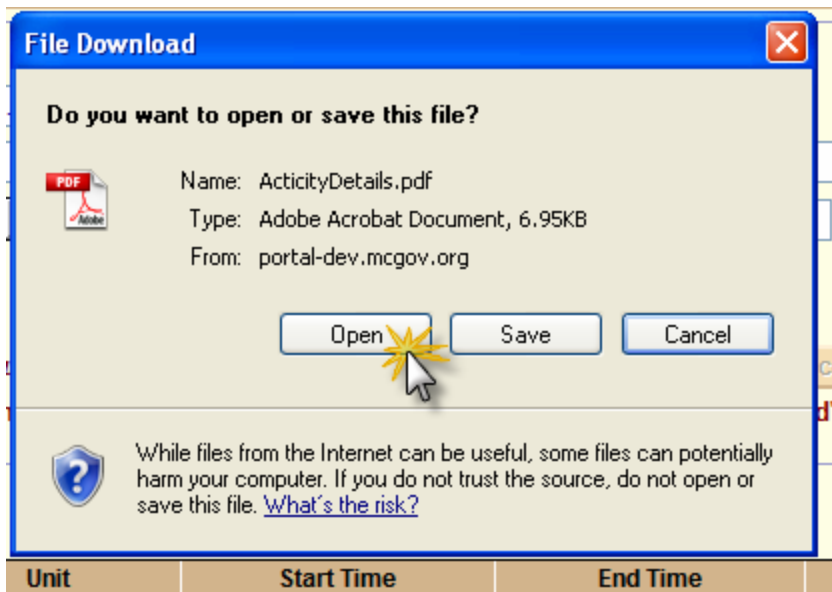
* Unit : - Select -


* End Date/Time : 00 : 00

Print Activity Details

Select Open

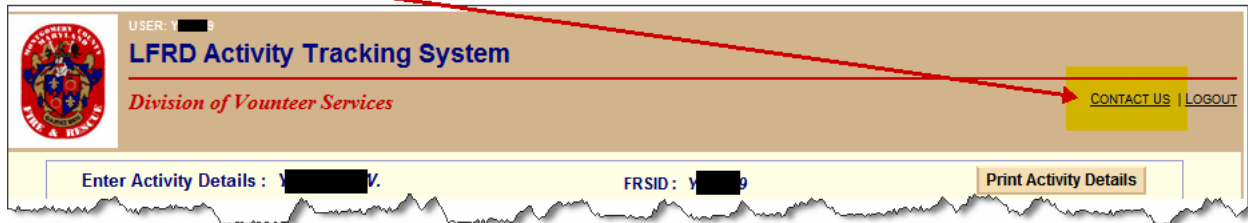
Note: You will need Adobe Acrobat Reader on your computer



ACTIVITY DETAILS - A [redacted] d					
					
KN	Ambulance 705	Ambulance Driver	Mar 24 2009 3:00AM	No End Time	
KN	Engine 705	Engine 3rd	Feb 16 2009 7:00AM	Feb 16 2009 3:00PM	
KN	Engine 705	Engine 3rd	Feb 11 2009 5:00AM	Feb 11 2009 1:00PM	
KN	Engine 705	Engine 4th	Feb 4 2009 10:00AM	Feb 4 2009 4:00PM	
KN	Ambulance 705	Ambulance Driver	Feb 1 2009 2:00AM	Feb 1 2009 11:00AM	

The “Contact Us” Screen

Select CONTACT US



The following screen will display:

Contact Us

If you are having difficulty with using PIMS - Activity Tracking, then please visit the on-line [Users Guide](#). If you should need additional technical assistance, then please submit an email to mcfrs.pims@montgomerycountymd.gov and provide the following information:

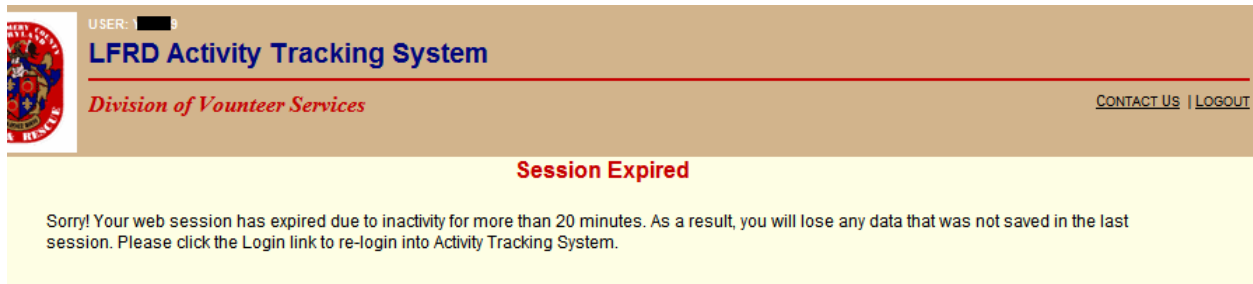
- Full Name
- MCFRS ID
- LFRD
- Phone Number
- Email Address
- Problem Description

[Close Window](#)

Note: The **Users Guide** is available on this screen as a clickable link.

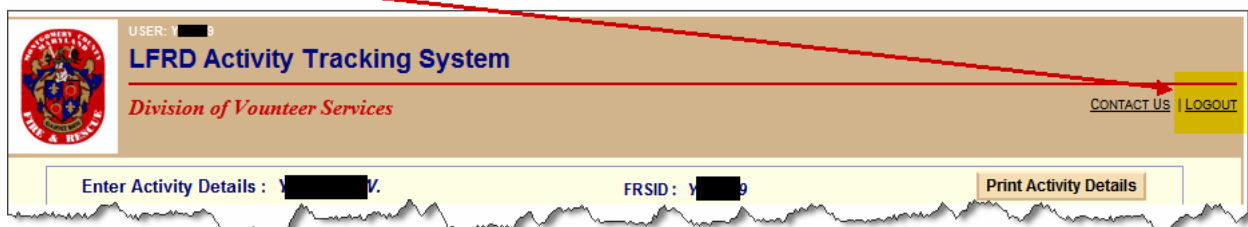
Session Time Out

Please note that your session will time-out after 20 minutes of inactivity.



Logging Out

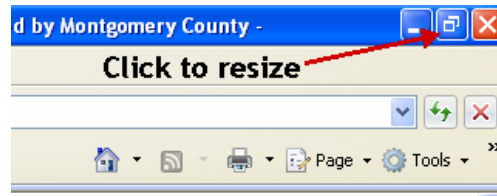
Select LOGOUT



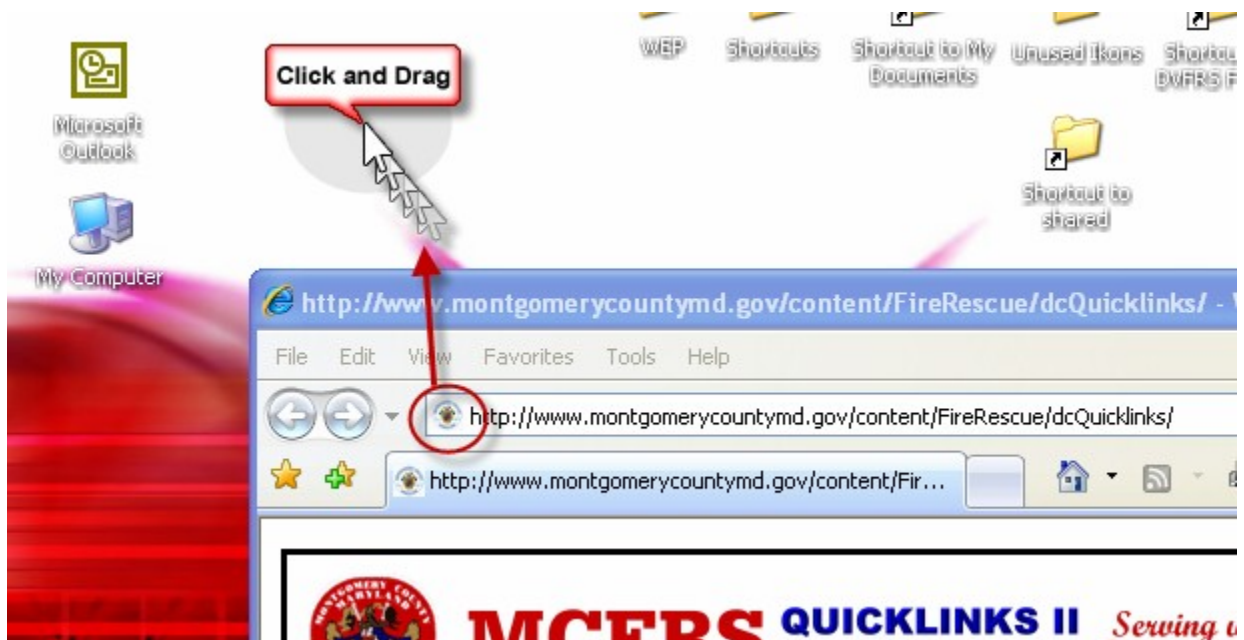
After logging out of the Activity Tracker, please close your internet browser for the security of the system.

Creating a Desktop Icon

1. Open your web browser (Internet Explorer) and browse to the page for which you want to create a desktop shortcut.
2. Resize the browser window so that you can see both desktop and browser.



3. Drag and drop the small icon on the left of the address bar onto your desktop.



4. To use the icon, double-click to open the webpage.

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